

TRAVEL EXPENSE CLAIM

TD 262 (REV. 9/2007)

See Instructions and *Privacy
Statement On Reverse Side

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CLAIMANT'S NAME Jeffrey N. Rudolph		SSN or EMPLOYEE NUMBER* [REDACTED]		DEPARTMENT President's Office	
POSITION Executive Director		CB/ID No. M01		DIVISION or BUREAU California Science Center	
RESIDENCE ADDRESS* [REDACTED]		HEADQUARTERS ADDRESS 700 Exposition Park Drive		INDEX NUMBER 268	
CITY [REDACTED]		STATE [REDACTED]		ZIP CODE [REDACTED]	
CITY Los Angeles		STATE CA		ZIP CODE 90037	

(1) NORMAL WORK HOURS

0800-1700 M-F

(2) PRIVATE VEHICLE LICENSE NUMBER

N/A

(3) MILEAGE RATE CLAIMED

0.000

(1) MONTH/YEAR		(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS			(9) INCIDENTALS	(10) TRANSPORTATION				(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY
DATE	TIME			BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
3/09	4/09												
26	0800	LAX-SMF Sacramento, CA						0.00	A	12.00	0.00		12.00
31	0800	SJC-LAX San Jose, CA						0.00	A		0.00		0.00
01	01500	LAX/SJC Los Angeles, CA						0.00	A	15.00	0.00		15.00
01	01500	Monterey, CA	93.55			18.00					0.00		111.55
02	0600	Monterey, CA	93.55	6.00	10.00	18.00	6.00				0.00		133.55
03	0600	Monterey, CA		6.00		18.00		0.00			0.00		24.00
06	0900	SMF-LAX Sacramento, CA						0.00	A	24.00	0.00		24.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
(13) SUBTOTALS			187.10	12.00	10.00	54.00	6.00	0.00		51.00	0.00	0.00	320.10
COLUMN CODE (ACCTG. USE ONLY)													

CLAIM TOTAL

\$320.10

(14) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

3/26/09 Attended Mtgs. with Legislative Budget Committee staff and members regarding Science Center's budget. Air fare cost \$ 149.60.

4/01/09 - Parking fee incurred at San Jose Airport during return flight to Los Angeles. Personal vehicle used to travel to San Jose. Air fare cost \$144.60.

4/01-03/09 Attended Association of Science Technology Center's Board Mtg. in Monterey, CA. Personal vehicle used from San Jose to Monterey - Monterey to Sacramento. Air fare LAX-SJC \$57.60 and SMF-LA \$149.60.

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

5/18/09